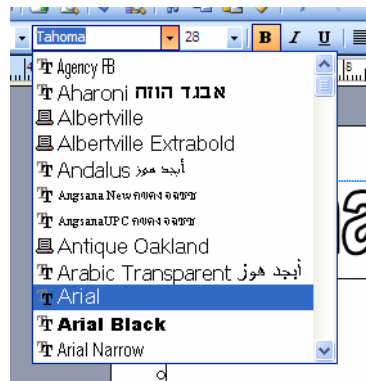


Formatting Techniques

Text and Number

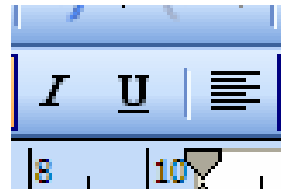
Font type

e.g. Arial



Font style

e.g. Underline



Indenting

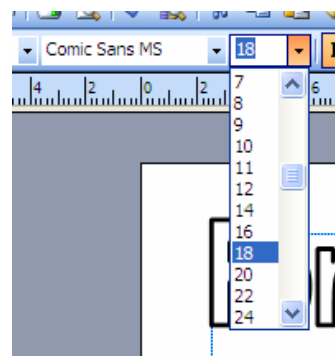
Point 1

Point 2

Point 3

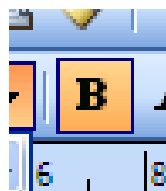
Font size

e.g. 18pt



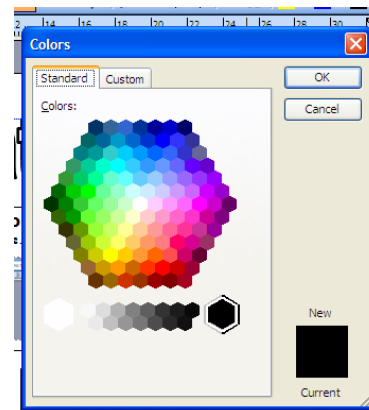
Font weight

e.g. Bold



Font colour

e.g. Red



Numbering

1. Point 1
2. Point 2
3. Point 3

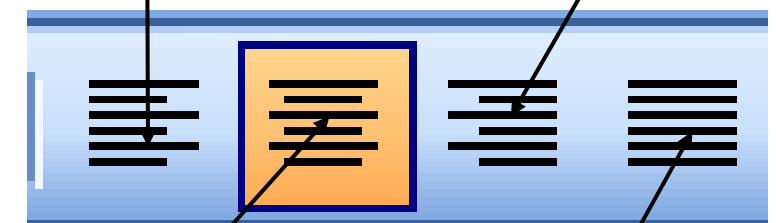
Bullet Points

- Point 1
- Point 2
- Point 3

Alignment

Left Align,

Right Align,



Centre

Fully Justify

Borders and Shading